

Weekly Report to the City Council for the Week of

July 11th- July 15th, 2016

Administrator

City Administrator's Office

City Administrator (CA) Stewart spoke by telephone with Ms. Ashley Coone regarding the Smith-Brown project. She inquired about the possibility of acquiring funding for the project from the city and asked about getting that included within the budget. She was informed that is a policy decision for the City Council and the CA will need direction from the Council before establishing such funding. Ashley was advised to speak with Council Members regarding her request.

The Arcadian news reporter Lex Menz interviewed the CA about the issue of the Arcadia Housing Authority being included on the City's medical insurance program. She had picked up on the discussion at the council meeting of July 5th and wanted to gather additional information.

CA Stewart met with representatives of the Alliance Financial group regarding their services in the pension and employee benefits area. City Administration will provide them with some information that will enable them to provide an analysis of how their services may better benefit the city and our employees.

The CA spoke with insurance representative Mr. Tom Guidry regarding the Arcadia Housing Authority's insurance coverage through the City. He indicated that he has spoken with our provider, BCBS, and they have verbally informed him that there is no legal restriction for the city to allow housing authority employees to be covered by our insurance. I asked for that in written form.

The CA and Airport Manager Shelley Peacock met with Mr. George Chase of the Friends of the Airport organization. There was discussion about the project to run electrical power to the friends Pilot Shelter and that project is now completed. Also discussed was repair to the mower used by the group to mow the area around the shelter.

Finance Director Carsten and the CA met to discuss possible actions by the city related to a situation with the Stonegate Apartment complex. That complex is connected to a sewer lift station in conjunction with another nearby apartment complex and the two are supposed to share operating costs for the station. The other complex has complained that Stonegate has consistently failed to participate in cost of the maintenance and upkeep and threatens to shut down Stonegate access to the station. City staff has notified the Health department and taken necessary steps to notify appropriate state agencies.

Planning and Zoning

Weekly Report for the Week Ending July 15, 2016

7/11/16 Received request from Daily Underwriters of America for renewal of LBTR with enclosed check. Request was approved by Fred Lewis and new LBTR was issued and mailed to applicant.

7/11/16 Received seven returned renewal letters for LBTR, resent to alternate addresses.

7/11/16 LBTR Application was approved by Fred Lewis, new LBTR was issued and applicant, Country Corner Autos LLC, at 1101 West Oak Street was called and they will pick up paper work.

7/12/16 Sent CenturyLink 16-30-RC for Hillsborough, SW Palm, SR 17 across to vault (revision) to Fred Lewis for approval. Request was received 7/12/16 via email.

7/12/16 Received phone call from Helena Sloan from Early Leaning Coalition of Florida Heartland advising that they moved to Port Charlotte, they still have a few customers from Arcadia, but they are tax exempt.

7/13/16 Received LBTR from Leslie Krajcovic for Family Dentistry at 930 E. Gibson Street. Sent application to Fred Lewis for approval since this request was for a renewal. 7/15/16 Approved by Fred Lewis and the LBTR was mailed along with the Installation Backflow Assembly letter from Fred Lewis.

7/13/16 Received three returned LBTR letters, resent to alternate addresses.

7/13/16 Received a Zoning & Utility Clearance Certificate consolidated Application and a Certificate of Appropriateness from Lester Hornbake for 29 Winifred Street. Both were sent to Jeff Schmucker for approval.

7/13/16 Received LBTR from Francisco Rivera for Rivera Southern Auto LLC at 22 S. Orange Avenue. Application was sent to Jeff Schmucker for verification of zoning requirements and parking requirements. 7/14/16 Received approval from Jeff Schmucker and sent to Fred Lewis for approval. 7/15/16 Fred Lewis approved and LBTR was emailed to applicant.

7/14/16 Received check #2156 from Dr. Muhammed Y. Memon for \$50.00. Letter was sent to Dr. Memon with the City of Arcadia Local Business Tax Receipt Application requesting the correct information for the Local Business Tax Receipt to be issued.

7/14/16 Updated the in house phone list after changes were approved by Carol Jones.

7/14/16 Received Local Business Tax Receipt Application from Desoto Psychiatric Services at 201 E. Gibson Street. Exemption Certificate 501 (C) (3) was included. Local Business Tax Receipt was sent to applicant.

7/15/16 Received LBTR application from O'Reilly Auto Parts #5069 for renewal. Fred Lewis approved and updated LBTR was sent to applicant.

7/15/16 Received LBTR application from William Patrick Mercer Jr. for mobile pressure wash, fencing and pole barn business. Fred Lewis approved and customer was called for pick up.

7/15/16 Received renewal for LBTR from Mark L. McClendon, PA. Was approved by Fred Lewis and the new LBTR was mailed to applicant.

7/15/16 Received Zoning Certificate Application from Reece Welch; for Eddie Nichols at 714 N. Manatee Avenue, Unit 2A for building of a car port. Request was sent to Jeff Schmucker for approval. Zone R3.

Continue to renew City of Arcadia Local BTR.

Answer Planning and Zoning questions from the public.

To: Mr. Stewart, City Administrator

From: Shelley Peacock

Date: 7/15/16

WEEKLY REPORT FOR THE AIRPORT

Fuel Farm- Credit Card reader, LED light working as it should.

Fuel Pump- Monitoring the gauge that Windemueller placed on the old dispenser. We have been experiencing intermittent problems. Gauge shows its dropping pressure below the average psi.

Runway lighting:

Everything working as it should. Waiting on final parts and new wiring to be installed.

Waiting on invoice from BAJA Electric to include for loss for insurance. BAJA emails were returned to me, called BAJA and they said next week they can come out to install the parts.

FDOT: Updated JACIP Project list. Added Tractor and Batwing into project funding.

Received email from FDOT to update our Florida Aviation Database, Disaster Preparedness Tab.

Arcadia.com website- Gathering information.

Working on quotes for metal buildings.

On-going mowing at the airport. Tractor is down, Clayton is using small mower getting what he can.

Working with Finance on setting up an account with Kelly Tractor. Plan to rent a tractor for 3 or 4 months until FDOT can fund a tractor for us.

Checked airport turf runway for drainage after the rain. Making sure ground is not saturated and safe to land and takeoff.

Collecting July rent.

Turned in rent deposits to finance.

Met with George Chase and City Administrator. Talked about the November Special Event making it a nice community event for the public to attend. City Administrator advised he will mention this in the paper when it gets closer to November.

I attended the AAAC meeting. They asked for an update since they last met. I mentioned electrical storm that hit all of the electrical, grants for new projects that are coming underway, advised FDOT will fund a new tractor and batwing, advised FBO has been helpful during the time of all the electrical problems. Monitoring, reporting, updating, etc. Many changes since the AAAC met last.

WEEKLY REPORT TO THE CITY ADMINISTRATOR FOR THE WEEK OF

July 10, 2016 – July 16, 2016

Code Enforcement

Code Enforcement (CE) tagged 4 vehicles located at 1330 E. Oak St. (Old Winn Dixie Parking lot)

Code Enforcement (CE) Spoke to Mr. Chris Meiler, the owner of Eastside Automotive & Transmission. Mr. Meiler ask for a additional week to correct violation at 644 N. Brevard Ave. I informed Mr. Meiler that I a code violation notice had already been sent to the owner of the property. Mr. Meiler stated to me again that still plans on opening a minor automotive shop at 644 N. Brevard Ave. I informed him that he would need to show that he is actively trying to remove all inoperative vehicles from the 644 N. Brevard Ave. If not the recommended rezoning change for 1001 E. oak St will not be favorable to City Council.

Code Enforcement (CE) received a check in the amount of \$625.00 from Tremron Inc. for fines levied against them as a guilty decision handed down by Special Master Neilander for violation of City Ordinance No. 974.

Code Enforcement (CE) used the inmates from Public works to clean two properties that the City of Arcadia as liens on. West Pine St. West pine St. has been brought into a better condition. The major problem on this thruway will be trying to get the Seminole Gulf Rail Road to come into compliance with their properties.

Code Enforcement (CE) initiative to clean Alabama Ave. has gone very well. Alabama Ave. is also looking better. There are two properties that the City of Arcadia has liens on that will be brought into compliance by the inmates from Public Works next week.

Code Enforcement (CE) met with Mr. Keith Munshower of Storie Construction Group at Reilly's Auto Store to inspect the landscaping. They met all the requirements of the developmental plan approved by Jeff Schmucker of the Central Florida Regional Planning.

Code Enforcement (CE) mailed and posted notice of hearings for 7 cases that will be brought before the Special master on July 28, 2016 @ 10:00 am.

Code Enforcement (CE) issued a warning notice to Mr. Bailey of Bailey's AC Company to remove old appliances that are located in front of his property at 221 W. Magnolia Ave. Mr. Bailey has 3 days to correct the violation.

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: Monday, June 18, 2016

Subject: Weekly report for Finance for week of July 11 - 15, 2016

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$114,859.72

Meter Deposits - \$1,650

Airport Rent - \$2,842.74

Golf - \$126.25

Mobile Home Rent & Laundry – \$1,973.00

Building Permits - \$60.00

City Fines – \$419.00

Cemetery - \$750.00

Misc - \$0

Impound - \$250.00

Business Licenses - \$370.00

State of Florida - \$0

Payroll:

Accounts Payable:

- Entered 1277 invoices and wrote checks totaling \$249,285.81 from operating.
- Issued 12 purchase orders.
- Issued 2 Blanket Orders

City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator

From: Penny Delaney, City Clerk

Date: July 15, 2016

Re: Weekly

Report _____

During the week of July 11 - 15, 2016, I performed the following:

- attended staff meeting on July 11, 2016; updated Action Review Register

- attended Property Maintenance Standards Review Committee meeting on July 11, 2016; took notes and transcribed minutes for same
- went to City Hall with Fiscal Assistant in attempt to locate receipt documentation for cemetery records
- prepared City Council Action Reports for June 7, 2016 and June 21, 2016 meetings and provided same to City Administrator (also prepared report for July 5, 2016, but will not forward until said minutes are approved at the next City Council meeting)
- started compiling the August 2, 2016 City Council packet
- attended Planning and Zoning Board meeting on July 12, 2016; took notes and transcribed minutes for same
- attended Historic Preservation Commission meeting on July 13, 2016; took notes and transcribed minutes for same
- prepared committee reports for May and June
- attended Airport Advisory Committee meeting on July 14, 2016; took notes and transcribed minutes for same
- updated website regarding upcoming meetings and documents posted
- continued compiling the July 19, 2016 City Council packet and made copies of same to be placed in the City Council Member's mailboxes, along with e-mailing same to City Council and other recipients. Compilation of the current check warrants was also completed and same was placed, along with the Council packet and Council agenda, on the City's website. I then scanned and uploaded the individual agenda items to the laptop in the Council Chambers in preparation of the City Council meeting
- continued records search regarding pre-annexation agreements which involved going through boxes at the old City hall
- performed records search regarding City owned property surrounding Health Department and whether records reflect Council decision to convey such property to the County
- communicated with Jeff Schmucker of the Central Florida Regional Planning Council regarding August 2, 2016 City Council packet information and publication of Ordinances 1016, 1017 and 1018; communicated with newspaper regarding publication of same

Human Resources

HR Director, Linda Lowe, out of the office this week

Water Treatment Plant

Weekly Summary Week Ending 7-16-16: A.J. Berndt

(AJ Berndt, John Ristau, Kevin Broder)

- July 09, 2016 (Saturday) –
- July 10, 2016 (Sunday) – Regen cation #2.
- July 11, 2016 (Monday) – Refill acid cleaner jug in chem scan room. regen #1 anion. Refill ammonia day tank. Clean, sweep, vacuum, water plant.
- July 12, 2016 (Tuesday) – Regen #1 cation. Hose down salt area.
- July 13, 2016 (Wednesday) – Clean truck number 5. Regen anion #2. Sweep W.T.P.
- July 14, 2016 (Thursday) – Regen anion #1, and #3. Hose down caustic pit. Hose down salt area. Refill ammonia Day tank. Clean, sweep, mop, vacuum, water plant.
- July 15, 2016 (Friday) – Replace KI solution in chem scan. Regen cation #2. Cl2 delivery. Hose down salt area. Clean, sweep, vacuum, water plant. Made up new chemical for toc chem scan.

Summary for the Week Ending July 15, 2016: Utility Department– A.J. Berndt

Waste Water Plant

(Dave Jones, Donald Saftenberg, Jim McKernan, Gordon Cogswell)

- July 9, 2015 – (Saturday) – Normal plant operation -- Tripped East digester float to allow sludge to settle . Batched LC – 214 polymer in mixing tank , transferred to day holding tank . Reset bar screen conveyor on top of pre treat . Blew off moisture accumulated in air supply line , feeding sand filter lift tube. SO2 pressure injection pump out of service , bearings locked up , notified AJ , diverted flow to reuse tank , to check on replacement pump Monday.
- July 10, 2015 (Sunday) --- Normal plant operations -- Started decant of East digester , pulled all clear water from top of settled sludge , raised decant tube – aerators on . Batched LC – 214 polymer in mixing tank , transferred to day holding tank . Blew off accumulated moisture in air supply lines feed sand filter lift tubes. City electric and light maintenance , Pierre', here to pick up red light for replacement at intersection of Hickory and Brevard .
 - July 11, 2015 (Monday) --- Washed down bar screen on top of pre treat . Alternated plant equipment – CL2 pump “B” , Compressor # 2 , and Hydro pump # 2 in service. Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill , sent samples with lab driver . Pulled reuse pressure pump apart for possible repair of unit , pump old worn out past repair , to look into replacement pump .

AC repair at reuse to look at down unit , needs water hose bib to flush unit , will have one cut in tomorrow .

- July 12, 2015 (Tuesday) --- Batched LC – 214 polymer in mixing tank and transferred to day holding tank. Reset conveyor on top of pre treat . Blew off moisture accumulated in sand filter air supply lines . Plant generator running noted in Fuel Oil and Generator Inspection Log . Pulled sand filter EFF. and plant EFF. fecal samples for reuse fill , sent samples with lab driver . Gathered parts and pressure pump needed for installation of unit at reuse facility .

July 3, 2015 (Wednesday) --- Set weekly composite samplers (plant INF. and plant EFF.) per D.E.P. permit . Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill , sent samples with lab driver . Replaced pump draw tube in plant EFF. sample unit , crack in old tube wouldn't allow proper pulling of sample on weekly composite . Plumbed in pressure pump at reuse facility , replaced old cracked sun baked fittings before installation of new pump , unit back together and in service for use .

- July 14, 2015 (Thursday) --- Batched LC – 214 polymer in mixing unit and transferred to day storage tank . Pulled weekly samples (Plant INF. and Plant EFF.) Per D.E.P. permit , Sent weekly samples with Short Lab driver . Tripped East digester float for sludge settling . Run Sludge press , pulling from East digester , sent 30 tons (60,000 lbs.) to county landfill used for cover on top of trash pile . Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill , sent samples with lab driver . Systems department her to pull remaining sand from trickling filter recir. Station before installation of rebuilt pump in slot for use .
- July 15, 2016 (Friday) ----- Filled Plant truck #21 with fuel for upcoming weeks use, fill ticket to garage . Started decant of East digester , pulling clear water from top of settled sludge . Batched LC – 214 polymer in mixing tank and transferred to day holding tank . Received CL2 bleach delivery , transferred to holding tank , received 575 Gals. Blew off excess moisture in air supply lines to sand filter lift tubes . Reset conveyor on top of pre treat . AC repair at reuse facility working on buildings unit for cooling of motor control panels .

Public Works

Public Works Recap for Week 7/9/2016 thru 7/15/2016

General Information

The PWD reset the McSwain Park Splash Pad pumps on Sunday. The PWD attended the Directors' meeting on Monday. The PWD was out from Wednesday thru the end of the week due to a family emergency.

Cemetery

Mowed and weed eaten each day. Marked two sites for burials and looked up three sites to verify burials. Sprayed weed killer throughout the cemetery.

Streets

Cut out, leveled and patched a drive way apron on Tenth Avenue. Inspected tree limbs on Pasco and inspected a tree on Hernando's alley way that needs removed. Removed a throttle linkage from the backhoe and replaced it with a new one. Filled a hole with shell in the alley by Roger's Petroleum. Delivered the backhoe to the Garage for repairs. Patched pot holes on N. Parker Ave., Oak St., Maple Ave., Luther Ave. and Pine Street. Inspected, took photos and measured LaSolona Avenue by the School Board Office. Assisted the Garage with removing a board from the crow's nest on the tree trimming truck. Trimmed trees in the alley way behind Farm Credit Bureau (two loads). Trimmed trees on Gibson (two loads). Twenty loads of brush were picked up throughout the City.

Sanitation

All routes were ran as normally scheduled. All of the Sanitation trucks were cleaned inside and outside.

Parks

Mowed at Turner and Gibson. Mowed at the Airport, Lake Katherine, Storybook Park, and Jim Space. Put out barricades for two down town events.

Garage

PM performed on two Parks mowers. Replaced battery, alternator and left upper control arm on a PD vehicle. Replaced rear tire on a Sanitation truck. Replaced fuel pressure regulator on the Shop truck. Replaced engine to deck belt on a Streets mower. Cleaned carburetors on two streets mowers. Replaced two rubber bumpers on the fork tube, reinstalled 4" knock out light, replaced two cab marker lights and one cab marker light base on a Sanitation truck. Replaced a board on the crow's nest of the tree trimming truck. Replaced oil filter on a Sanitation truck.

Inmates

MONDAY: Weed eaten around Lake Katherine. Mowed and weed eaten a lot on Pine and one on Lee for Code Enforcement.

TUESDAY: Mowed and weed eaten a lot on N. Volusia, one on Madison and one on Citrus for Code Enforcement.

WEDNESDAY: Mowed the grass and weed eaten at the Cemetery.

THURSDAY: Cleaned down town. Cleaned and cleared alley way behind the Farm Credit Bureau.

Pro Shop/Golf Course

Golf Course

To: Terry Stewart

From: Michael Kotzker

Date: Friday, July 15th, 2016

Subject: Weekly report for Golf Course for week of July 9th-July 15th 2016

Been in contact with Swiftmud about a grant to interconnect ponds and to pump from ponds which will be supplied from the waste water.

Repairing Sprinkler Heads around Greens.

Review Bills for payment.

Sprinkler heads on Hole#6 and #17 got stuck on. Had to clean out nozzles.

Meet with Jason & Jett from Laman Field Maintenance and went over entire Golf Course.

I meet with my Maintenance staff each morning and afternoon.

Conduct our Friday meetings with my staff.

Changed Cups & Pins on Friday with Lee.

Check all Satellites on Golf Course and make sure they have the correct sequence.

Total Revenue from 7/09-7/15 is \$198.34 plus \$14.91 sales tax.

Met Jett on Tuesday Morning as they sprayed the Greens for nematodes.

Met Jett on Thursday as they applied Fungicide to the Greens.

We are using the Well water specifically to water Greens only.

Project #6 which is the fertilization of golf course is scheduled for July 26th.